

Timesheet Portal User Guide



Logging In

1. Enter your username and password into the FastTrack login page as shown: Your Login details will come from :

noreply@manpowergroup.co.uk

The login form features the FastTrack 360 logo at the top. Below it are two input fields: 'Username' and 'Password'. The 'Username' field has a red arrow pointing to it. Below the 'Password' field is a 'Remember Me' checkbox and a 'Forgot Password?' link. At the bottom is a blue 'Login' button.

One platform. More possibilities.

2. Once your details are entered use the login button:

This is the same login form as above, but with a red arrow pointing to the blue 'Login' button.

One platform. More possibilities.

3. You will now be prompted to change your password:

The 'Reset Password' form has a blue header. It contains three input fields: 'Old Password:', 'New Password:', and 'Re Enter Password:'. Below these fields is a password requirement note: 'Your password must be at least 10 characters long and contain at least one number, lowercase character, uppercase character and symbol !@#%&^&*()'. At the bottom right is a blue 'Reset Password' button with a red arrow pointing to it.

4. Once you have re set your password you will be asked to login under your new credentials:

The login form is shown with the 'Username' field containing '100004717' and the 'Password' field masked with dots. The 'Remember Me' checkbox is unchecked, and the 'Forgot Password?' link is visible. The blue 'Login' button is at the bottom.

One platform. More possibilities.

Submitting A Timesheet

1. Once logged in you will need to navigate to the Time and Attendance option in the top

FastTrack 360

John Johnson
100004717

Quick Access

- Personal Details
- Time And Attendance
- Address
- Statutory Documents (0)
- Document Management (0)
- Resume (0)
- Work References (0)
- Payslip List (0)

Personal Details

Mobile Phone: Preferred Contact Method: Any

BH Phone: Email 1: Simon.Higgins@ManpowerGroup.co.uk

AH Phone: Email 2:

Fax: Passport Number:

Privacy

Receiving Communication: ☐ Opt In ☒ Opt Out

Privacy Statement (Agreed): ☐ Date: Time:

2. From here you will need to click on the available timesheets section and select the week you wish to submit hours for.

Available **Incomplete** **Rejected** **Submitted** **Historical** **Expired**

Search **Q** Reset **C**

Available Timesheets (2)

Expire **X** Export **E** Reset Filter **Q** Manage Layout **M**

	Timesheet Type	TS Start	TS End	Client	Job Start	Job End	Job Number	Payee First Name	Payee Surname	Job Position	Order Contact First Name	Order Contact Surname
☐	Standard Rates	03/01/2023	08/01/2023	Bumper	03/01/2023	28/02/2023	200004225	John	Johnson	Associate	Accounts	Payable
☐	Standard Rates	09/01/2023	15/01/2023	Bumper	03/01/2023	28/02/2023	200004225	John	Johnson	Associate	Accounts	Payable

Showing 1-2 of 2 entries **< Previous** | **Next >**

3. You will now see two options at the bottom of the screen, Attendance / Absence Section and Additional Item Section. Please use the Additional Items section to select the relevant pay item for your time worked.

Richard Higgins > Search Timesheet > Available Timesheet

Send Message

Save

Refresh

Submit

Job Order Code: 200004469

Rate Type: Standard Rates

Timesheet Period: 13/03/2023 - 19/03/2023

Timesheet Code:

Status: Initial

JobOrder

Client

Payee

Timesheet

Pay Agreement

Bill Agreement

Job Order Code: 200004469

Office Code: 1012 - EX: LONMPP London Retail

Cost Centre:

Start Date: 05/12/2022

End Date: 30/04/2023

Position: Associate

Client Position:

Purchase Order Number:

Attendance/Absence (7) Total Hours : 0.0000

Add +

Additional Items (7) Total Quantity : 0.0000

Add +

Action	Item Date	Item	Quantity	Rate	Project Items
Delete Copy Copy All Add	13/03/2023 - Mon	Standard Hourly	0		

4.a Hourly rate workers - Select the relevant items (rates) for each day worked and add the units (hours) worked in the Quantity section.

If you have multiple rate items (e.g., Standard, OT1, Sleep-in), you can add more than one item per day.

Additional Items (7) Total Quantity : 28.0000

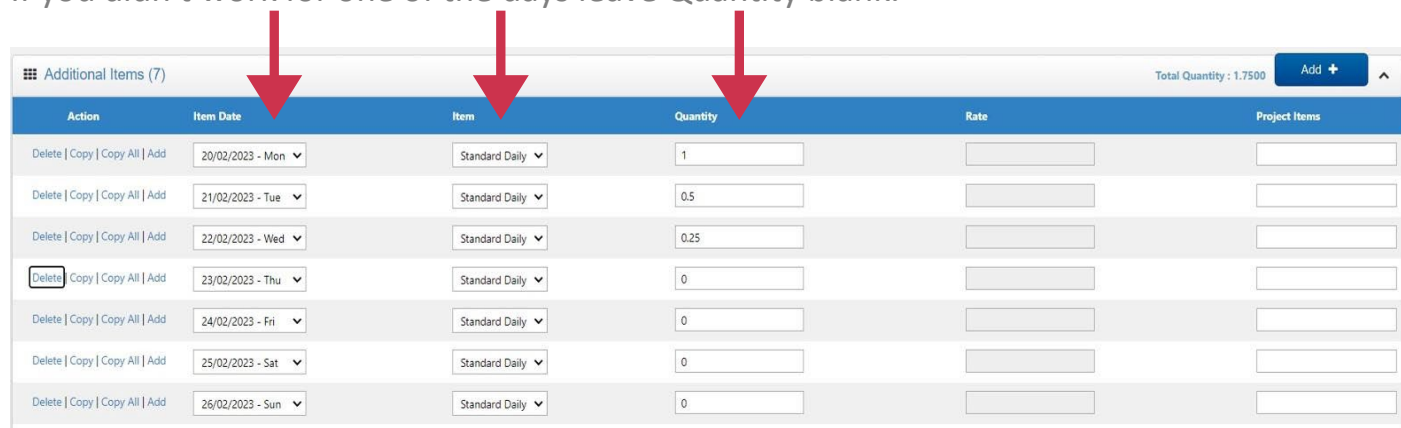
Add +

Action	Item Date	Item	Quantity	Rate	Project Items
Delete Copy Copy All Add	13/03/2023 - Mon	Standard Hourly	7.5		
Delete Copy Copy All Add	14/03/2023 - Tue	Standard Hourly	8		
Delete Copy Copy All Add	15/03/2023 - Wed	Standard Hourly	8		
Delete Copy Copy All Add	16/03/2023 - Thu	Standard Hourly	4.5		
Delete Copy Copy All Add	17/03/2023 - Fri	Standard Hourly	0		
Delete Copy Copy All Add	18/03/2023 - Sat	Standard Hourly	0		
Delete Copy Copy All Add	19/03/2023 - Sun	Standard Hourly	0		

 ManpowerGroup

 FastTrack 360

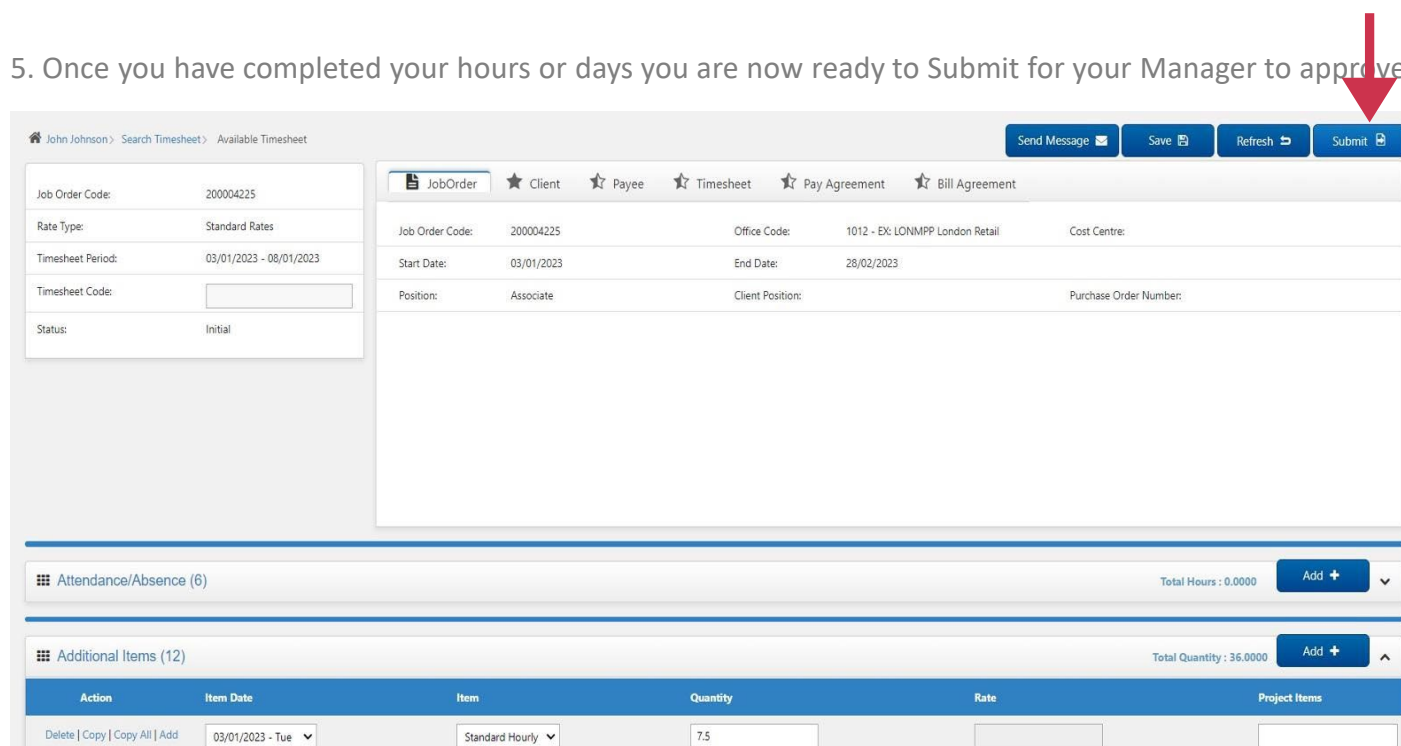
4.b Daily rate workers – For each day worked enter 1 unit in quantity or 0.5 for half a day. If you didn't work for one of the days leave Quantity blank.



The screenshot shows a table titled 'Additional Items (7)' with a total quantity of 1.7500. The table has columns for Action, Item Date, Item, Quantity, Rate, and Project Items. Red arrows point to the 'Item Date', 'Item', and 'Quantity' columns. The data rows show dates from 20/02/2023 to 26/02/2023, all with 'Standard Daily' items. The quantities are 1, 0.5, 0.25, 0, 0, 0, and 0 respectively.

Action	Item Date	Item	Quantity	Rate	Project Items
Delete Copy Copy All Add	20/02/2023 - Mon	Standard Daily	1		
Delete Copy Copy All Add	21/02/2023 - Tue	Standard Daily	0.5		
Delete Copy Copy All Add	22/02/2023 - Wed	Standard Daily	0.25		
Delete Copy Copy All Add	23/02/2023 - Thu	Standard Daily	0		
Delete Copy Copy All Add	24/02/2023 - Fri	Standard Daily	0		
Delete Copy Copy All Add	25/02/2023 - Sat	Standard Daily	0		
Delete Copy Copy All Add	26/02/2023 - Sun	Standard Daily	0		

5. Once you have completed your hours or days you are now ready to Submit for your Manager to approve:



The screenshot shows the 'Available Timesheet' form for John Johnson. It includes fields for Job Order Code, Rate Type, Timesheet Period, Timesheet Code, and Status. Below these are tabs for JobOrder, Client, Payee, Timesheet, Pay Agreement, and Bill Agreement. A red arrow points to the 'Submit' button in the top right corner.

Job Order Code: 200004225
 Rate Type: Standard Rates
 Timesheet Period: 03/01/2023 - 08/01/2023
 Timesheet Code:
 Status: Initial

Job Order Code: 200004225 Office Code: 1012 - EX: LONMPP London Retail Cost Centre:
 Start Date: 03/01/2023 End Date: 28/02/2023
 Position: Associate Client Position: Purchase Order Number:

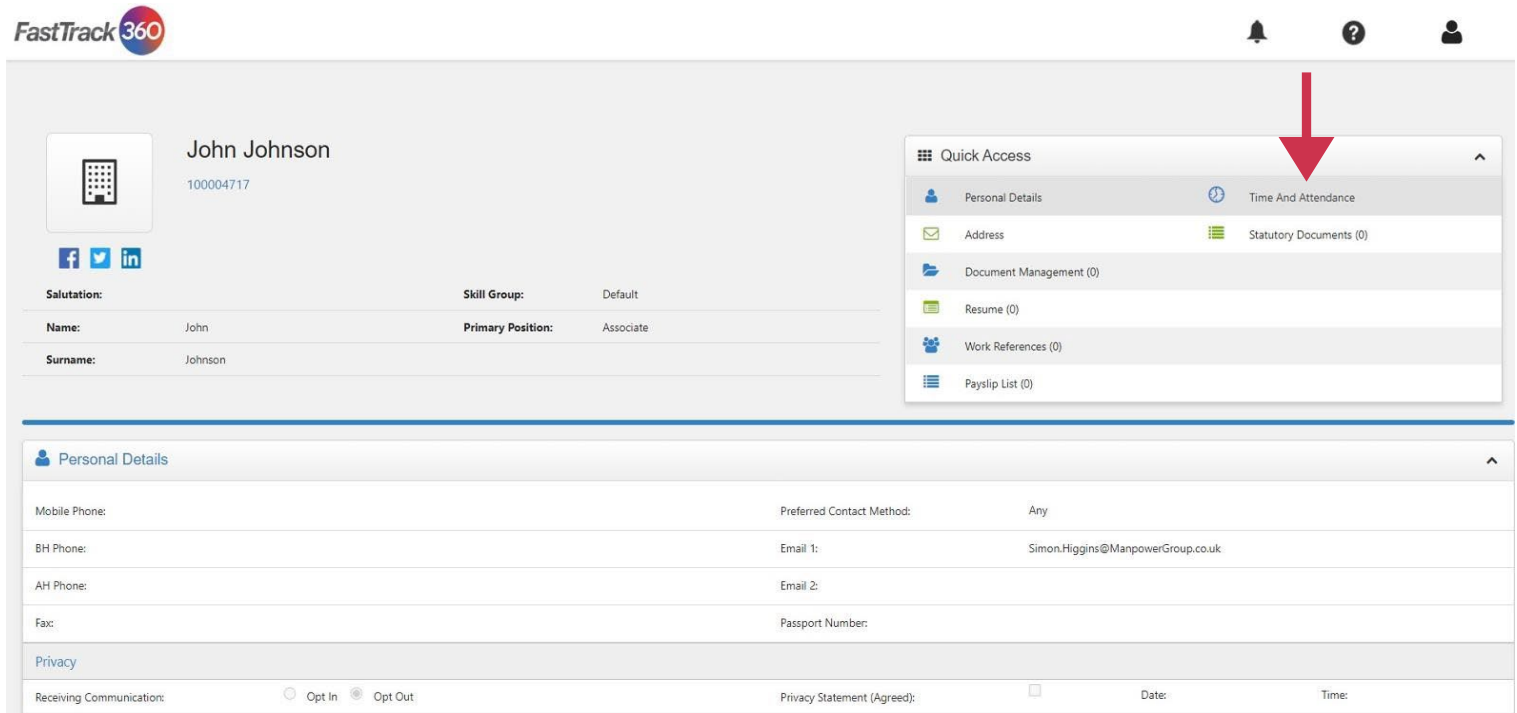
Attendance/Absence (6) Total Hours: 0.0000 Add +

Additional Items (12) Total Quantity: 36.0000 Add +

Action	Item Date	Item	Quantity	Rate	Project Items
Delete Copy Copy All Add	03/01/2023 - Tue	Standard Hourly	7.5		

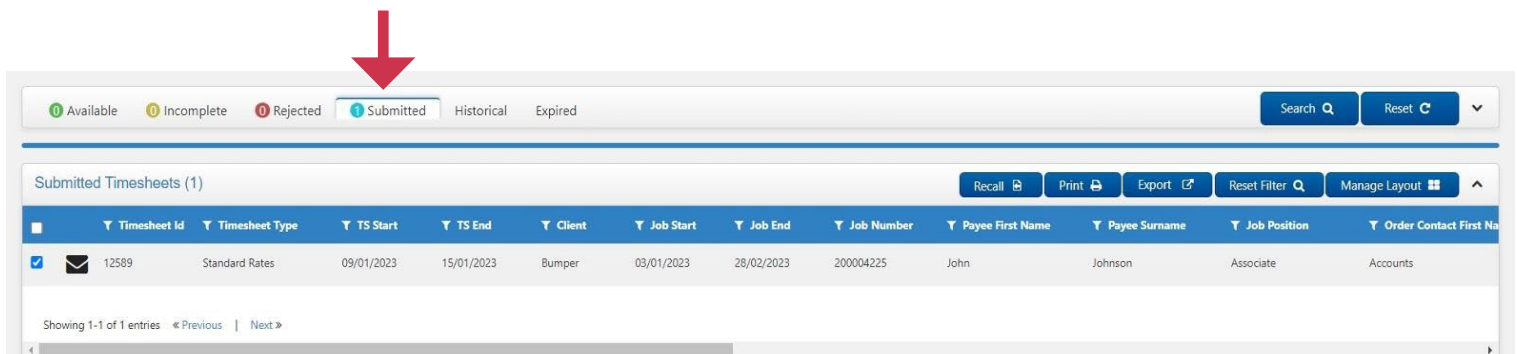
Recalling A Timesheet

1. Navigate to the 'Time and Attendance' option in the top right



The screenshot shows the FastTrack 360 user interface. At the top left is the FastTrack 360 logo. On the right, there are icons for notifications, help, and the user profile. The user profile section on the left displays the name 'John Johnson' and ID '100004717'. Below this is a 'Quick Access' menu with several options: Personal Details, Time And Attendance (highlighted with a red arrow), Address, Statutory Documents (0), Document Management (0), Resume (0), Work References (0), and Payslip List (0). The main content area shows 'Personal Details' for John Johnson, including contact information and a privacy statement.

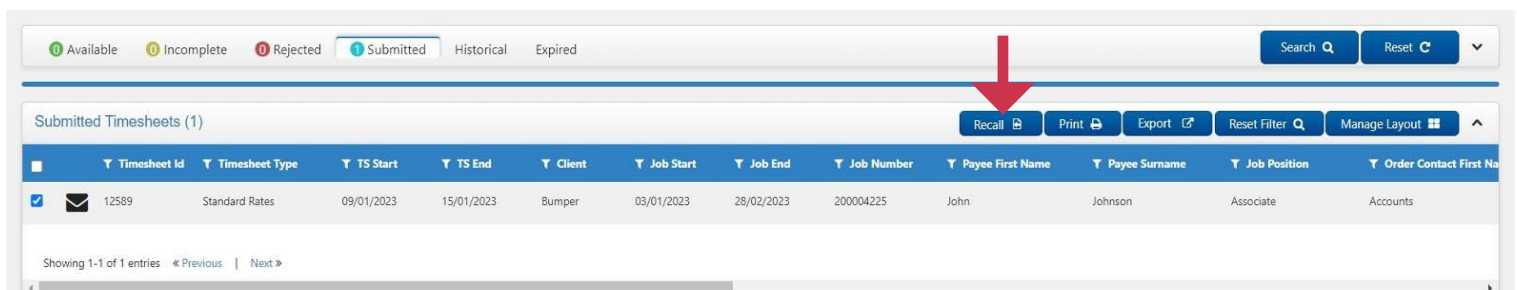
2. Navigate to Submitted and tick the box next to the timesheet you need to Recall:



The screenshot shows the 'Submitted Timesheets' section. At the top, there are tabs for 'Available', 'Incomplete', 'Rejected', 'Submitted' (highlighted with a red arrow), 'Historical', and 'Expired'. Below the tabs is a table of submitted timesheets. The first row is selected, and a red arrow points to the checkbox in the first column. The table has columns for Timesheet Id, Timesheet Type, TS Start, TS End, Client, Job Start, Job End, Job Number, Payee First Name, Payee Surname, Job Position, and Order Contact First Name.

	Timesheet Id	Timesheet Type	TS Start	TS End	Client	Job Start	Job End	Job Number	Payee First Name	Payee Surname	Job Position	Order Contact First Name
☒	12589	Standard Rates	09/01/2023	15/01/2023	Bumper	03/01/2023	28/02/2023	200004225	John	Johnson	Associate	Accounts

3. Then hit the recall button:



The screenshot shows the 'Submitted Timesheets' section. At the top, there are tabs for 'Available', 'Incomplete', 'Rejected', 'Submitted' (highlighted with a red arrow), 'Historical', and 'Expired'. Below the tabs is a table of submitted timesheets. The first row is selected, and a red arrow points to the 'Recall' button in the first column. The table has columns for Timesheet Id, Timesheet Type, TS Start, TS End, Client, Job Start, Job End, Job Number, Payee First Name, Payee Surname, Job Position, and Order Contact First Name.

	Timesheet Id	Timesheet Type	TS Start	TS End	Client	Job Start	Job End	Job Number	Payee First Name	Payee Surname	Job Position	Order Contact First Name
☒	12589	Standard Rates	09/01/2023	15/01/2023	Bumper	03/01/2023	28/02/2023	200004225	John	Johnson	Associate	Accounts

4. The timesheet has now been recalled and will sit in the incomplete section:

The screenshot shows the top navigation bar of the Timesheet system. A red arrow points to the 'Incomplete' tab, which is highlighted with a yellow background. Other tabs include 'Available', 'Rejected', 'Submitted', 'Historical', and 'Expired'. Below the tabs, there is a search bar and a 'Reset' button. The main content area shows 'Submitted Timesheets (0)' with buttons for 'Recall', 'Print', 'Export', 'Reset Filter', and 'Manage Layout'. A table header is visible with columns: Timesheet Id, Timesheet Type, TS Start, TS End, Client, Job Start, Job End, Job Number, Payee First Name, Payee Surname, Job Position, and Order Contact First Name. Below the header, it says 'No result found |'.

5. Your timesheet will now be available to amend and re submit (please note this can only be done if the timesheet has not been approved)

The screenshot shows a table titled 'Additional Items (3)' with a total quantity of 18,000. The table has columns: Action, Item Date, Item, Quantity, Rate, and Project Items. There are three rows of data:

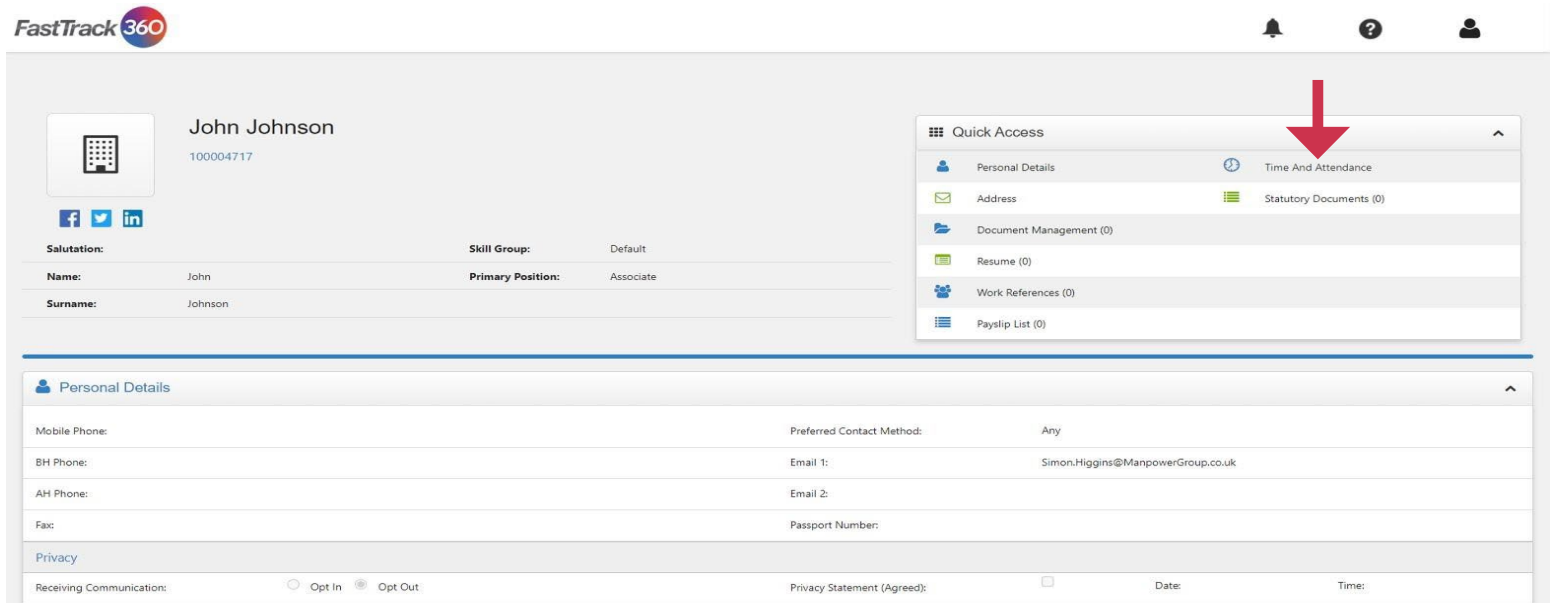
Action	Item Date	Item	Quantity	Rate	Project Items
Delete Copy Copy All Add	09/01/2023 - Mon	Standard Hourly	7.5		
Delete Copy Copy All Add	10/01/2023 - Tue	Standard Hourly	7.5		
Delete Copy Copy All Add	10/01/2023 - Tue	OT1 - x 1.25	3		

6. Once you have made the required corrections, you will need to resubmit:

The screenshot shows the 'Incomplete Timesheet' form for John Johnson. The form has a top bar with buttons: 'Send Message', 'Save', 'Refresh', 'Submit' (highlighted with a red arrow), and 'Rejection Reasons'. Below the buttons, there are tabs: 'JobOrder', 'Client', 'Payee', 'Timesheet', 'Pay Agreement', and 'Bill Agreement'. The main form area contains fields for Job Order Code, Office Code, Cost Centre, Start Date, End Date, Position, Client Position, and Purchase Order Number. On the left, there is a sidebar with fields: Timesheet Id (12589), Job Order Code (200004225), Rate Type (Standard Rates), Timesheet Period (09/01/2023 - 15/01/2023), Timesheet Code (empty), and Status (Editing).

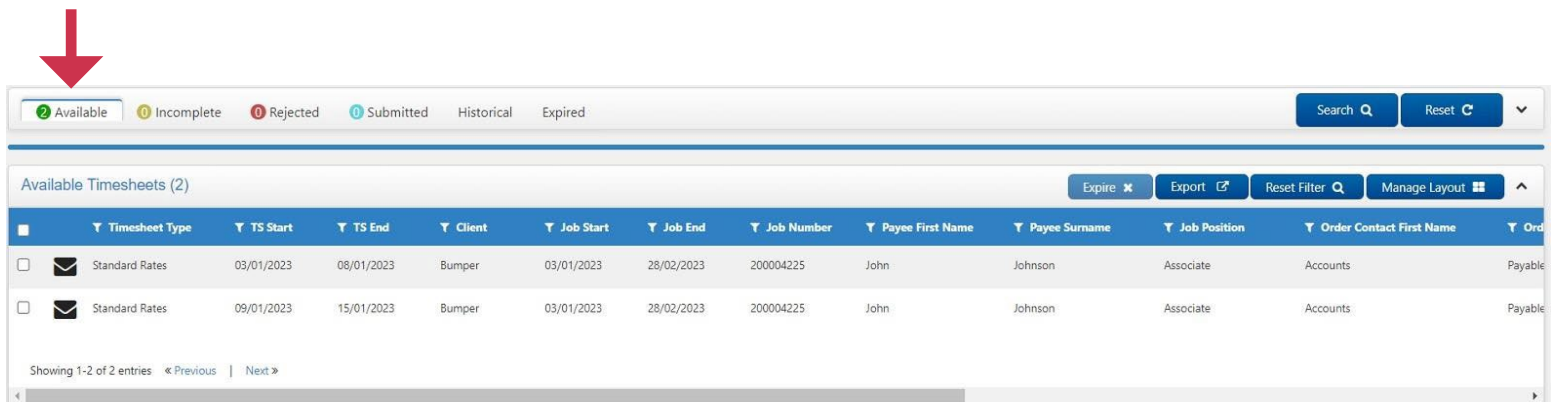
Submitting An Expense

1. Navigate to the Time and Attendance option in the top right



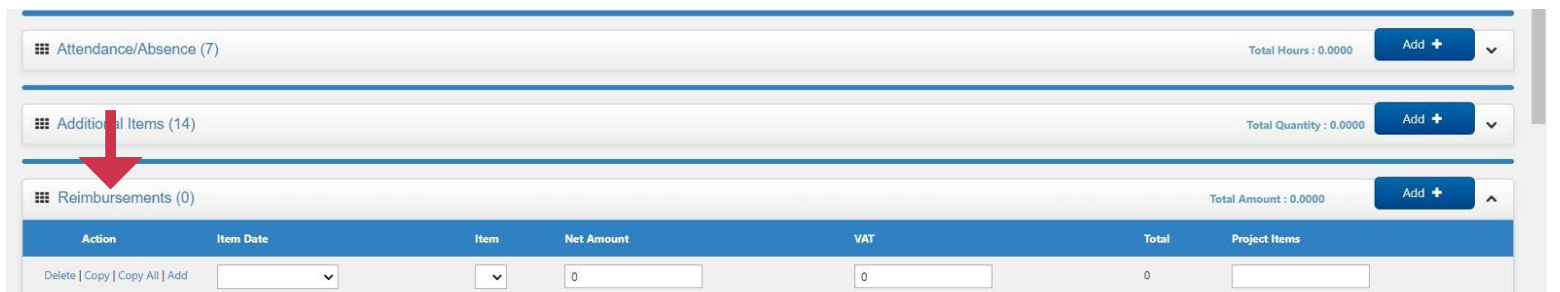
The screenshot shows the FastTrack 360 user interface. At the top left is the FastTrack 360 logo. To the right are icons for notifications, help, and user profile. Below the logo is the user's profile for John Johnson (ID: 100004717). A 'Quick Access' menu is open on the right, with a red arrow pointing to the 'Time And Attendance' option. The menu also includes links to Personal Details, Address, Statutory Documents (0), Document Management (0), Resume (0), Work References (0), and Payslip List (0). Below the profile is a 'Personal Details' section with fields for Mobile Phone, BH Phone, AH Phone, Fax, Email 1, Email 2, Preferred Contact Method, and Passport Number. There is also a 'Privacy' section with 'Receiving Communication' (Opt In / Opt Out) and 'Privacy Statement (Agreed)' (checkbox).

2. Navigate to your Available Timesheets:



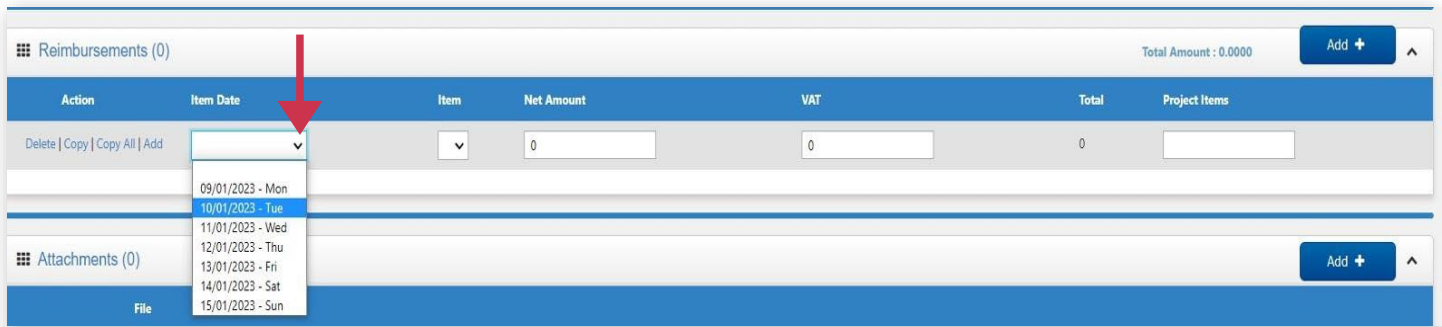
The screenshot shows the 'Available Timesheets' section. A red arrow points to the 'Available' filter tab. The table displays two available timesheets for John Johnson. The table has columns for Timesheet Type, TS Start, TS End, Client, Job Start, Job End, Job Number, Payee First Name, Payee Surname, Job Position, Order Contact First Name, and Order. The first timesheet is for Standard Rates, dated 03/01/2023 to 08/01/2023, for client Bumper, job 200004225, with John Johnson as the payee, Associate as the job position, and Accounts as the order contact. The second timesheet is for Standard Rates, dated 09/01/2023 to 15/01/2023, for client Bumper, job 200004225, with John Johnson as the payee, Associate as the job position, and Accounts as the order contact. The table shows 1-2 of 2 entries.

3. Navigate to the Reimbursement section under Additional Items where you Submit your timesheets:



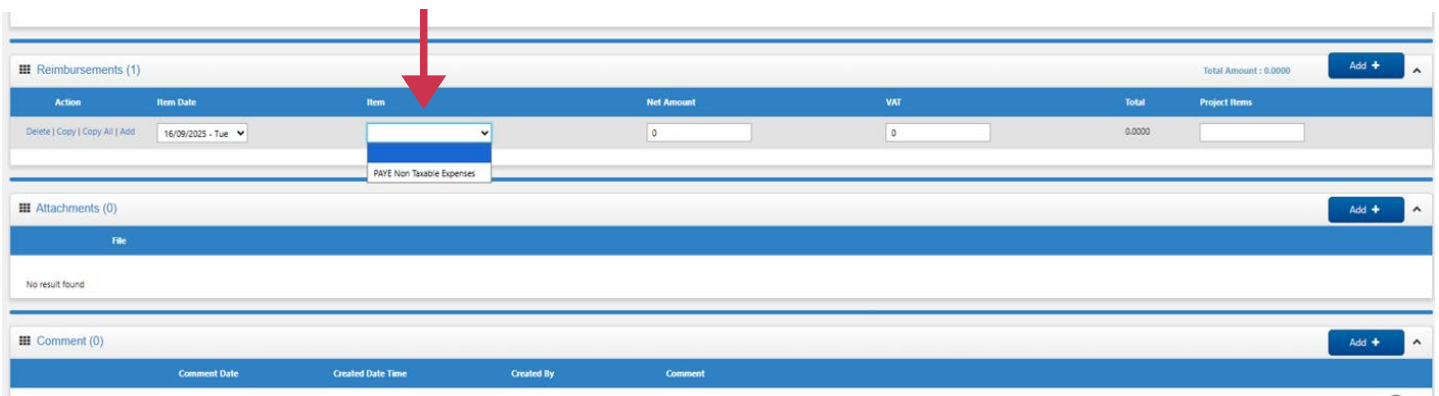
The screenshot shows the 'Reimbursements' section. A red arrow points to the 'Reimbursements (0)' section. The table displays the Reimbursement form. The table has columns for Action, Item Date, Item, Net Amount, VAT, Total, and Project Items. The first row shows the 'Delete | Copy | Copy All | Add' action, with a dropdown for Item Date, a dropdown for Item, a text input for Net Amount (0), a text input for VAT (0), a text input for Total (0), and a text input for Project Items.

4. Select your date from the drop-down list:



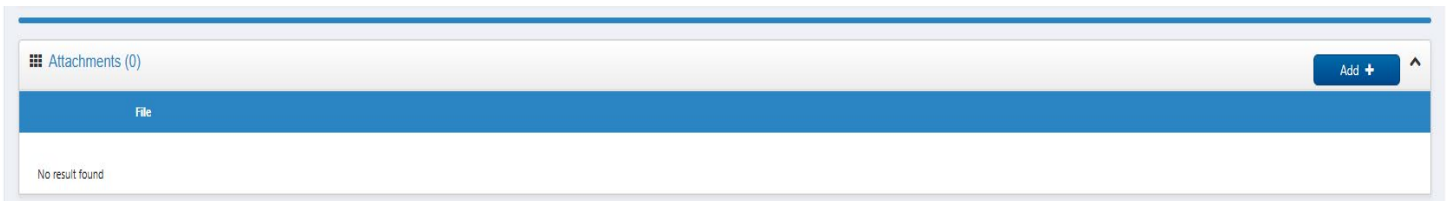
The screenshot shows the 'Reimbursements (0)' form. A red arrow points to the 'Item Date' dropdown menu, which is open and showing a list of dates from 09/01/2023 to 15/01/2023. The form includes fields for 'Item', 'Net Amount', 'VAT', 'Total', and 'Project Items'. There are also buttons for 'Delete', 'Copy', 'Copy All', and 'Add'.

5. Please select appropriate item from the drop-down menu – NB The VAT box will remain as 0 however, the appropriate calculations will be shown on your payslip



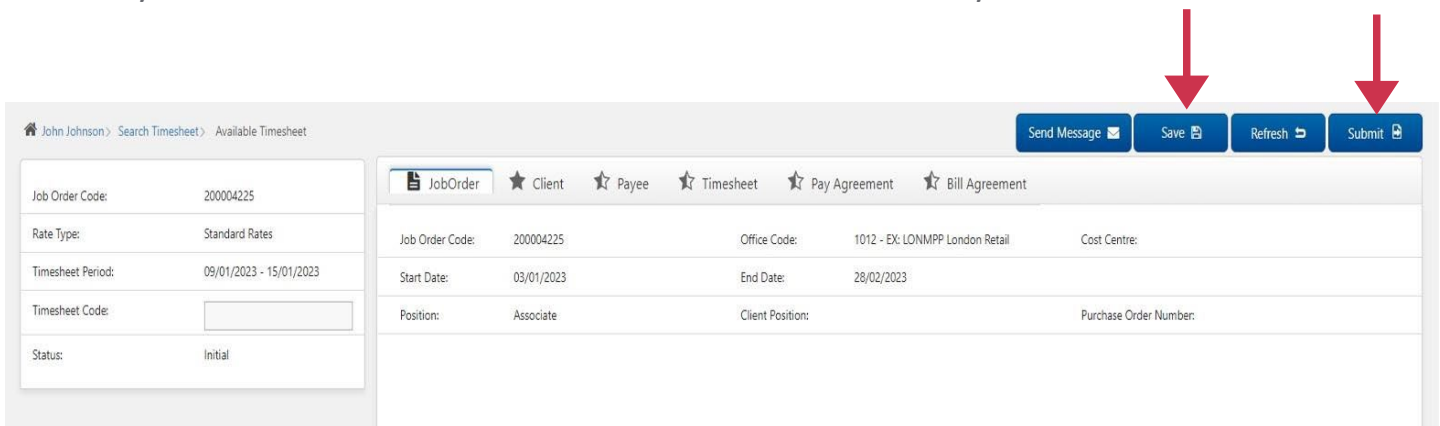
The screenshot shows the 'Reimbursements (1)' form. A red arrow points to the 'Item' dropdown menu, which is open and showing a list of items including 'PAYE Non Taxable Expenses'. The form includes fields for 'Item Date', 'Net Amount', 'VAT', 'Total', and 'Project Items'. There are also buttons for 'Delete', 'Copy', 'Copy All', and 'Add'.

6. Upload all documents or receipts On the timesheet there is a section called 'Attachments'. Docs/ Receipts can be uploaded here as needed.



The screenshot shows the 'Attachments (0)' section. It includes a 'File' input field and a 'No result found' message. There is an 'Add +' button in the top right corner.

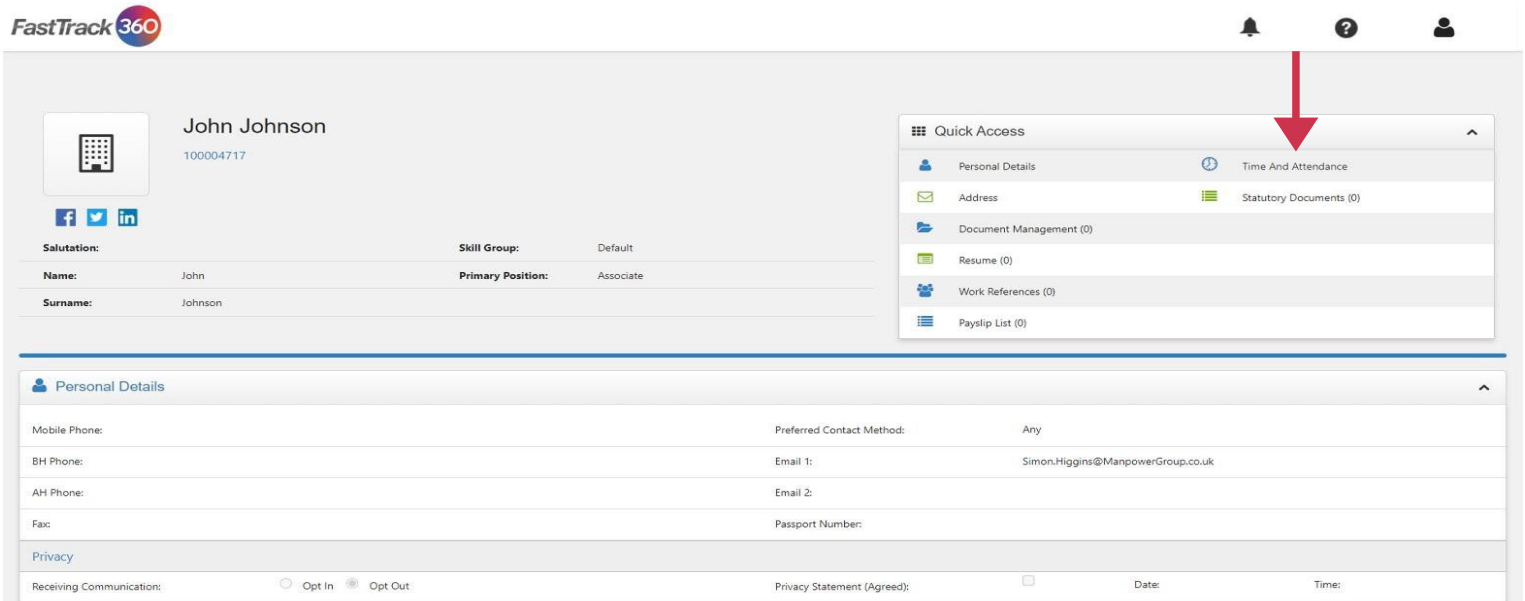
7. Save if you still have hours to submit for the week or submit if you do not.



The screenshot shows the 'Available Timesheet' form for John Johnson. It includes a 'Job Order Code' field, a 'Rate Type' dropdown, a 'Timesheet Period' dropdown, a 'Timesheet Code' input field, and a 'Status' dropdown. There are buttons for 'Send Message', 'Save', 'Refresh', and 'Submit'. Red arrows point to the 'Save' and 'Submit' buttons.

Viewing Historical Timesheets

1. Navigate to the Time and Attendance option in the top right



FastTrack 360

John Johnson
100004717

Salutation: Skill Group: Default
Name: John Primary Position: Associate
Surname: Johnson

Quick Access

- Personal Details
- Address
- Document Management (0)
- Resume (0)
- Work References (0)
- Payslip List (0)
- Time And Attendance**
- Statutory Documents (0)

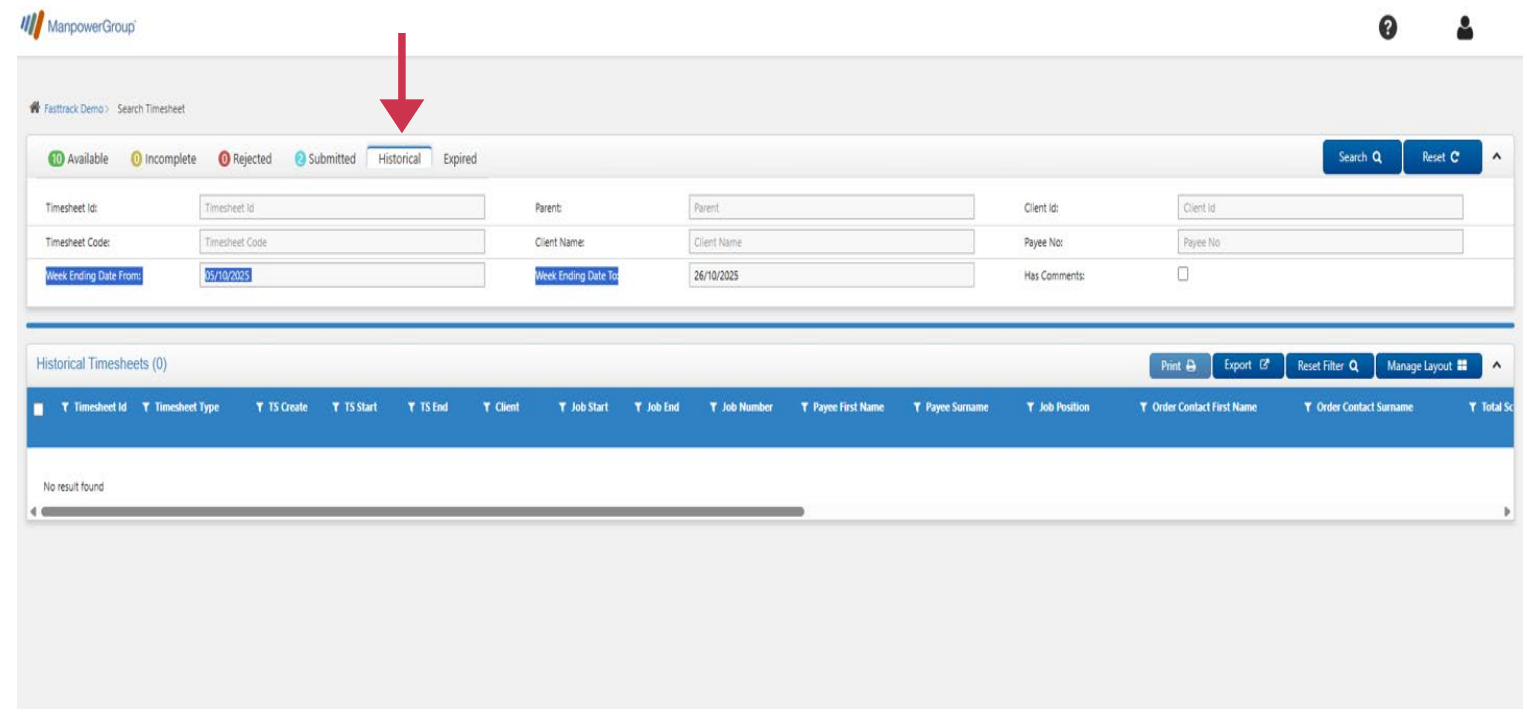
Personal Details

Mobile Phone: Preferred Contact Method: Any
BH Phone: Email 1: Simon.Higgins@ManpowerGroup.co.uk
AH Phone: Email 2:
Fax: Passport Number:

Privacy

Receiving Communication: ☐ Opt In ☒ Opt Out Privacy Statement (Agreed): ☐ Date: Time:

2. Then navigate to the Historical timesheet section:



ManpowerGroup

FastTrack Demo > Search Timesheet

Available Incomplete Rejected Submitted **Historical** Expired

Search Q Reset C

Timesheet Id: Parent: Client Id: Timesheet Code: Client Name: Payee No: Week Ending Date From: 05/10/2025 Week Ending Date To: 26/10/2025 Has Comments: ☐

Historical Timesheets (0)

Print Export Reset Filter Manage Layout

Timesheet Id	Timesheet Type	TS Create	TS Start	TS End	Client	Job Start	Job End	Job Number	Payee First Name	Payee Surname	Job Position	Order Contact First Name	Order Contact Surname	Total Sc
--------------	----------------	-----------	----------	--------	--------	-----------	---------	------------	------------------	---------------	--------------	--------------------------	-----------------------	----------

No result found

3. If you want to view previous Timesheets that do not automatically show, you will need to adjust the date parameters.

FastTrack Demo > Search Timesheet

10 Available0 Incomplete0 Rejected2 SubmittedHistoricalExpired

Search

Reset

Timesheet Id:

Timesheet Id

Parent:

Parent

Client Id:

Client Id

Timesheet Code:

Timesheet Code

Client Name:

Client Name

Payee No:

Payee No

Week Ending Date From:

09/10/2025

Week Ending Date To:

26/10/2025

Has Comments:

Historical Timesheets (0)

Print

Export

Reset Filter

Manage Layout

Timesheet Id

Timesheet Type

TS Create

TS Start

TS End

Client

Job Start

Job End

Job Number

Payee First Name

Payee Surname

Job Position

Order Contact First Name

Order Contact Surname

Total Sc

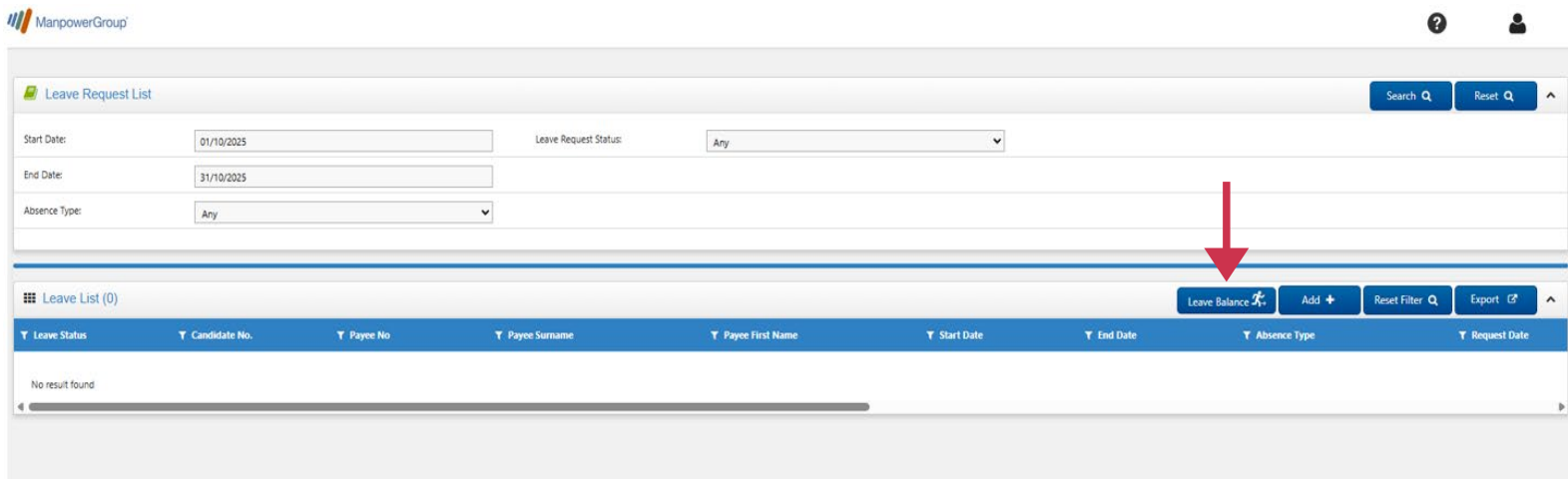
No result found

Leave Portal

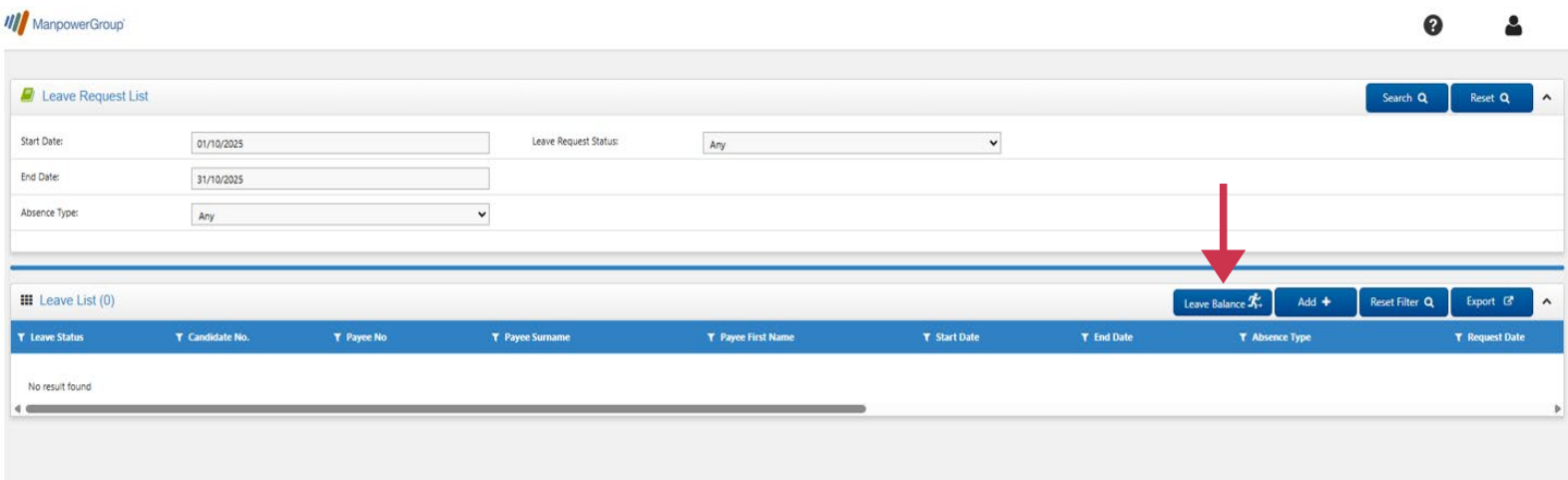
1. To process approved holiday requests and to process sick days navigate to the leave request icon on your home page.



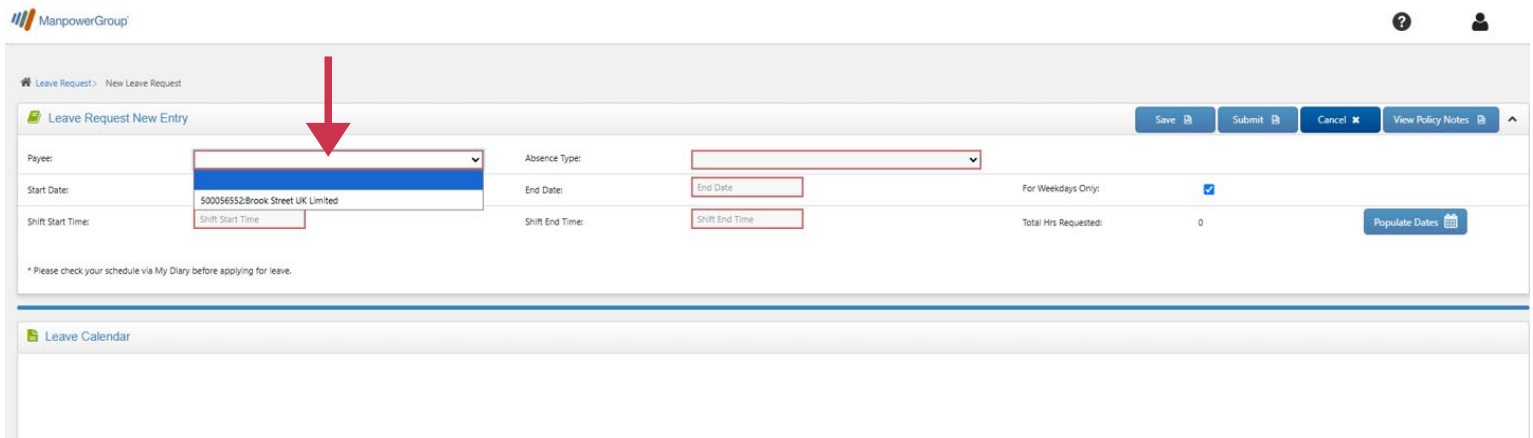
2. To view your current leave balance, select Leave Balance



3. To process leave, select the Add+ button

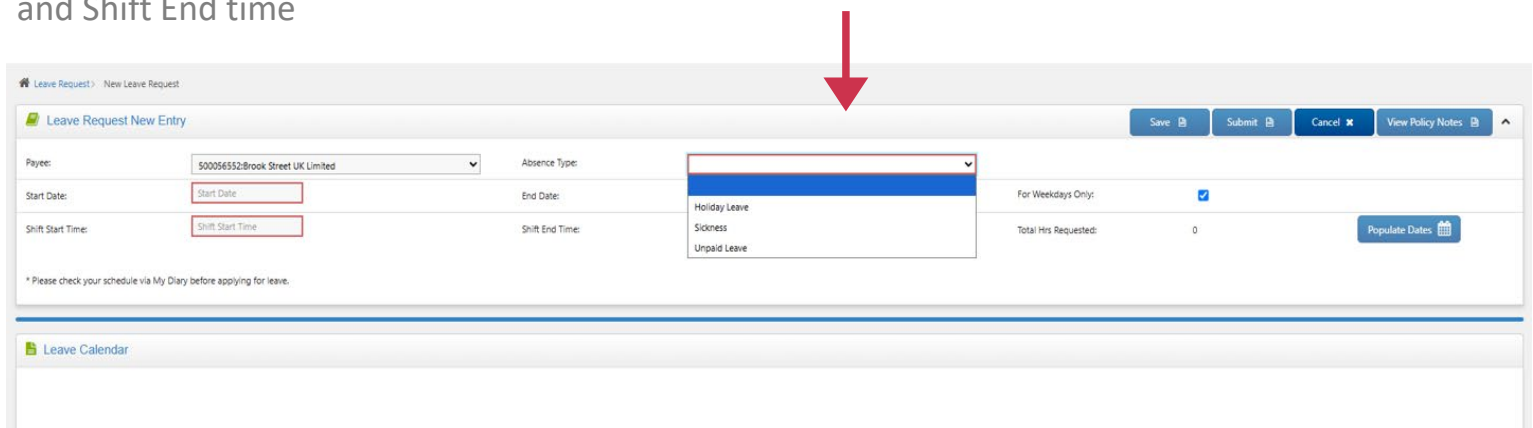


4. Select yourself from the Payee dropdown box.



The screenshot shows the 'Leave Request New Entry' form. At the top left is the ManpowerGroup logo. The breadcrumb trail reads 'Home > Leave Request > New Leave Request'. The form title is 'Leave Request New Entry'. On the right are buttons for 'Save', 'Submit', 'Cancel', and 'View Policy Notes'. The form fields are: 'Payee' (a dropdown menu with a red arrow pointing to it), 'Absence Type' (a dropdown menu), 'Start Date' (a date input field), 'End Date' (a date input field), 'Shift Start Time' (a time input field), 'Shift End Time' (a time input field), 'For Weekdays Only' (a checkbox that is checked), and 'Total Hrs Requested' (displayed as 0). A 'Populate Dates' button is on the right. A note at the bottom left says '* Please check your schedule via My Diary before applying for leave.' Below the form is a 'Leave Calendar' section.

5. Select absence type from the dropdown box and then enter; Start Date, End Date, Shift Start Time and Shift End time



The screenshot shows the 'Leave Request New Entry' form with the 'Absence Type' dropdown menu open. A red arrow points to the dropdown. The dropdown menu lists three options: 'Holiday Leave', 'Sickness', and 'Unpaid Leave'. The other fields are the same as in the previous screenshot: 'Payee' (500056552@Brook Street UK Limited), 'Start Date' (Start Date), 'End Date' (End Date), 'Shift Start Time' (Shift Start Time), 'Shift End Time' (Shift End Time), 'For Weekdays Only' (checked), and 'Total Hrs Requested' (0). The 'Populate Dates' button and the note '* Please check your schedule via My Diary before applying for leave.' are also present. Below the form is the 'Leave Calendar' section.

6. Once you have entered this information the leave calendar will populate, and you are able to submit. NB If you are processing leave for a weekend please unselect “For Weekdays Only”

ManpowerGroup

?

Leave Request > New Leave Request

Leave Request New Entry

Save

Submit

Cancel

View Policy Notes

Payee:

500056552:Brook Street UK Limited

Absence Type:

Holiday Leave

Start Date:

13/10/2025

End Date:

13/10/2025

For Weekdays Only:

☒

Shift Start Time:

09:00

Shift End Time:

17:30

Total Hrs Requested:

8.50

Populate Dates

* Please check your schedule via My Diary before applying for leave.

Leave Calendar

October 2025

Sun	Mon	Tue	Wed	Thu	Fri	Sat
	13/10/2025 Start Time: 09:00 End Time: 17:30 Hrs: 8.50					

7. Once submitted it will be processed on the relevant weekly timesheet. If you have submitted a holiday request it will be paid, should you have enough accrued hours.

Payslips

1. When you login to your home screen you will need to navigate to the payslip section in the top right-hand box of the page as shown below.

ManpowerGroup

Fasttrack Demo
100060724

Salutation: Skill Group: Default

Name: Fasttrack Primary Position: Associate

Surname: Demo

Quick Access

- Personal Details
- Address
- Document Management (0)
- Resume (0)
- Work References (0)
- Leave Request
- Payslip List (0)
- Time And Attendance
- Statutory Documents (0)

2. Navigate to payslip list

Payslip List (0) Expand to view Payment Advice

Export Reset Filter

Statutory Documents (0) Expand to view Statutory Documents

Export Reset Filter

3. You will then see a list of available payslips, if you click on the actions button you will see an option to preview

Document Type	Pay Company	Payee Number	Tax Type	Payee Type	Employment Start Date	Employment End Date	Company Name	Trading Name	Pay
Action Payslip		500004582	Contractor	Contractor	02/01/2023		JJ Ltd		03/02/
Preview		500004582	Contractor	Contractor	02/01/2023		JJ Ltd		03/02/
Action Payslip		500004582	Contractor	Contractor	02/01/2023		JJ Ltd		20/01/

Showing 1-3 of 3 entries Previous | Next